DEVELOPMENT REVIEW BOARD AND USE PERMIT
WIRELESS COMMUNICATION FACILITIES (WCF)
SUPPLEMENTAL APPLICATION LIST

CASE # _____-PA-_____

All WCFs shall require Development Review Board approval, with the exception of minor facilities which the Zoning Administrator shall have authority to approve; subject to the Zoning Ordinance requirements of Section 1.906. Minor WCFs include: building mounted, mounted to existing poles, mounted to existing towers and/or rooftop mounted whip antennas.

Is WCF located in City right of way? _____ If yes, Provider must apply for permission to work in City right of way and permission to leave private improvements in City right of way.

SUBMITTAL REQUIREMENTS
All graphics and plans shall be to scale and dimensioned.

_____1. Development Review Board & Use Permit Wireless Communication Facilities (WCF) Application (form provided)

__X__2. Narrative describing nature of all changes being requested

__X__3. Photographs of site & photo simulations of proposed antenna Provide photos mounted or printed on 8 ½" x 11" paper for inclusion in packets. Provide **1** color original set and **8** color copy sets.

_____4. Elevation drawings of new additions, buildings, screening, poles or other changes:
  Full size   - **2** copies folded
  11" x 17"   - **16** sets*
  8-1/2" x 11"   - **2** copies
  Description of height and diameter of existing pole to be replaced or extended if facility is co-locating or a joint-use.

_____5. Material sample and color paint chips (or noted to match existing/proposed facility):
  1 sample each, **2"x 4" x 4" maximum size**, mounted on 8 1/2" x 11" sheets. Clearly label each
  sample for: Color (i.e. Frazee #5555 Bright Blue)
                     Finish (i.e. Bronze Anodized Aluminum)
                     Material (i.e. split face CMU)

X___6. Site plan indicating extent and location of antennas additions, buildings, and other structures (context), including all equipment cabinets. This site plan shall indicate dimensions of existing and proposed structures as well as any required setbacks and site distance triangles.

Full size	- **2** copies folded
11" x 17"	- **16** sets*
8-1/2" x 11"	- **2** copies

___X___7. A map of the service area for this proposed facility (**1**) 8 ½ x 11"

___X___8. A map that shows other existing or planned facilities that will be used by the personal wireless service provider who is making this application. Describe the height, mounting style and number of antennas on each facility (**1**) 8 ½" x 11

___X___9. A map that shows, up to a distance of ½ mile from the project, any single family residential developments, that are either existing, zoned, or are shown in the General Plan.

_____ 10. Landscape and irrigation plan indicating location, type, quantity, and size of plant palette. Include site distance triangles when applicable.

Full size	- **2** copies folded
11" x 17"	- **16** sets*
8-1/2" x 11"	- **2** copies

_____11. Archeology Survey and Report, or 'Records Check' Report, or copies of Previous Archeological Research

_____12. Owner's Authorization Letter

_____ 13. Community Input Certification (notify property owners within 300 foot radius of site and/or open house)

_____ 14. Property Owners' Association Input

_____ 15. Application fee: $_____

_____ 16. Schedule a meeting with your Project Coordinator before submitting application

_____ 17. FCC RF compliance documentation certified by an Arizona licensed engineer

_____ 18. Other _____

_____   _____
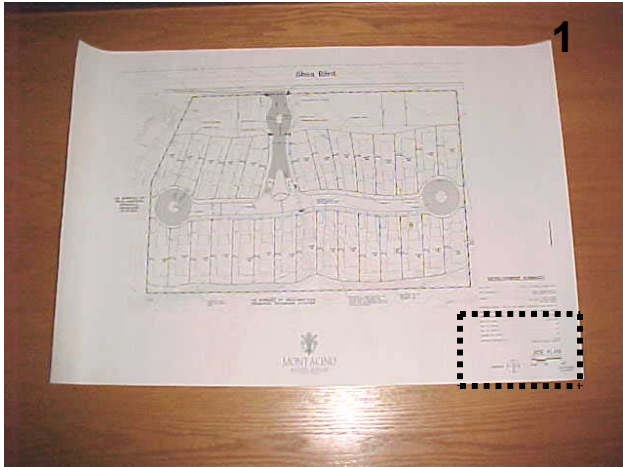PROJECT COORDINATOR   DATE
(signature required for application submittal)

PLAN SIZE Full Size: Minimum = 24" x 36" Maximum = 30" x 42"
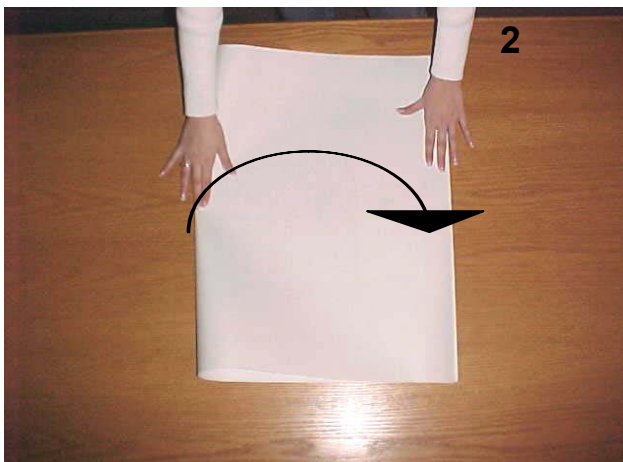Folded to specifications – see attached instructions
*A set consists of one of each required 11" x 17" collated and stapled
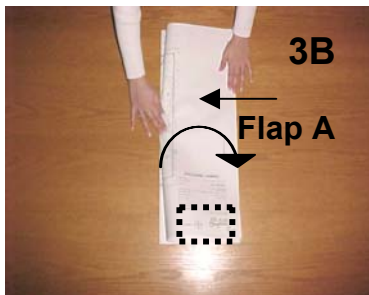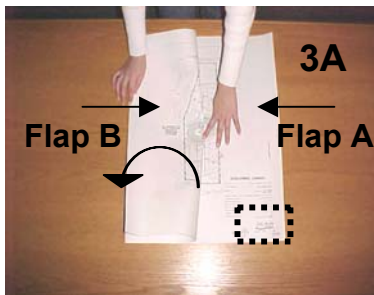
Folding Instructions

Step 1: Place plan flat on table. Make sure that the title bar is on the bottom right hand corner of the plan.

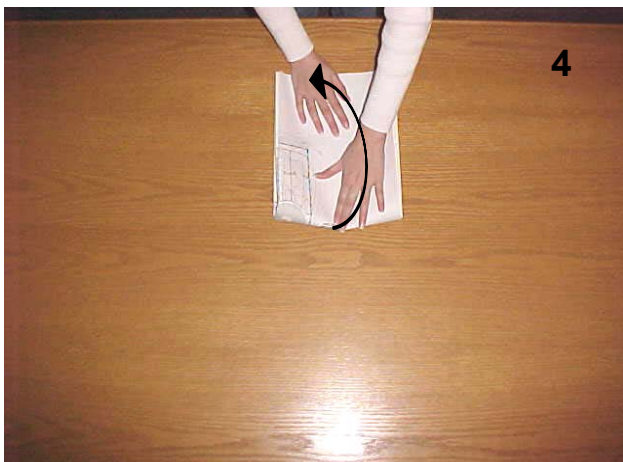****Dotted line indicates title bar**

**Step 2:** Fold the plan in half vertically so that the title bar is not showing.

Flap B   Flap A

Flap A

Step 3A: Fold Flap B back to the crease that was created in step 2. Turn the plan over

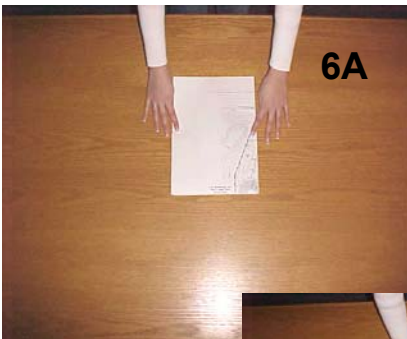**Step 3A:** Fold Flap A back so the title bar is showing.

Step 4: Fold the plan in half horizontally (bottom to top) so that the title bar is facing the inside of the plan. (The title bar should not be showing.)
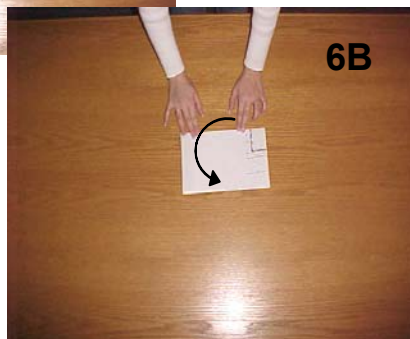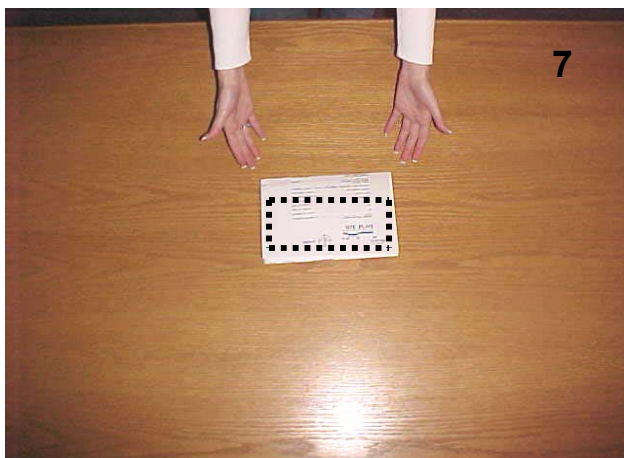
Folding Instructions
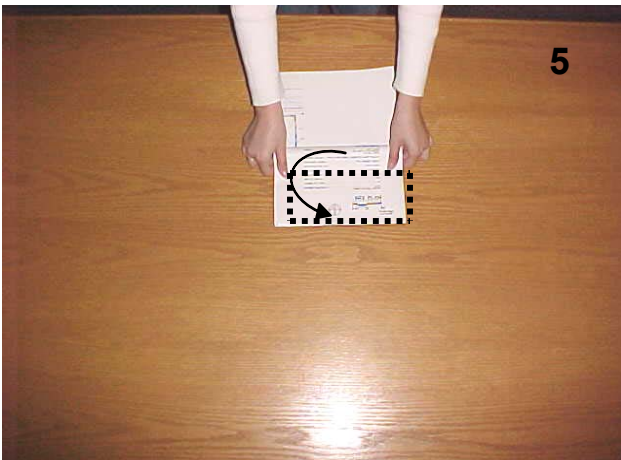
Step 5: Fold the title bar back horizontally (top to bottom) so that the title bar is showing.

Step 6A: Turn plan over.

Step 6B: Fold the opposite side of the plan down to create an accordion affect demonstrated below.

Step 7: This is the final result.